



THE CITY OF SAN DIEGO

## HOW TO OBTAIN No-Plan Permits

CITY OF SAN DIEGO DEVELOPMENT SERVICES  
1222 FIRST AVENUE, MS 301, SAN DIEGO, CA 92101-4153  
Call (619) 446-5300 for appointments and (619) 446-5000 for information.

INFORMATION  
BULLETIN

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This Information Bulletin defines “No-Plan Permits” and the procedures for obtaining a no-plan permit. For clarification or additional information in regard to a specific project, visit Development and Permit Information at the Development Services Center, 1222 First Ave., third floor, or call (619) 446-5000.

### I. WHAT IS A “NO-PLAN PERMIT”?

Unless specifically exempted by the City of San Diego Municipal Code, a permit is required for all construction work. If in doubt, consult Information Bulletin 115, “Regulations Covering Permit Exemptions,” or call (619) 446-5000 for information.

Certain permits may be obtained without plans and the formal plan review process. For example, the installation of a water heater does not require building plans.

These “no plan” permits include: plumbing, mechanical and electrical permits; repair in kind permits; roof resheathing; stucco; permits to move; payment of reinspection fees; and final only permits, with appropriate documentation. (“Final only” permits are issued for expired permits where all inspections were passed except final inspection.) If the building is located in a historical district, work being done to the exterior of the building (windows, roofing, siding) may be regulated by the district.

### II. WHERE TO OBTAIN A NO-PLAN PERMIT

If requesting a Mechanical, Electrical or Plumbing Permit you can:

- A. Use the e-permit program by going to [www.sandiego.gov/development-services](http://www.sandiego.gov/development-services) and select the SimplePermits icon.
- B. Visit the Kearny Mesa Office at 9601 Ridgehaven Court, Suite 220.
- C. Visit any of the Community Service Centers, you can access the locations of the centers by visiting the City’s at [www.sandiego.gov](http://www.sandiego.gov)

If requesting Mechanical, Electrical, Plumbing, Repair in-kind, Roof Structure and Stucco/Drywall Repair you can:

- A. Visit the downtown office at 1222 First Avenue, 3rd floor.
- B. Fax your request to (619) 236-7687, you will need the General Application, a complete description of work, copy of your contractor’s license and proof of worker’s compensation insurance, fee schedule (Information Bulletin 103) and a Credit Card Authorization form.

### Documents referenced in this Information Bulletin:

- General Application, DS-3032
- PermitFax Credit Card Authorization, DS-3099
- Information Bulletin 115, Regulations Covering Permit Exemptions
- Information Bulletin 103, Fee Schedule and Worksheet for Mechanical, Plumbing/Gas, Electrical
- Information Bulletin 501, Fee Schedule, Construction Permits - Structures
- Information Bulletin 120, How to Obtain Project Inspections
- Information Bulletin 117, Regulations Covering Permit Expiration and Extension

### III. FORMS TO COMPLETE

#### A. General Application

All building or combination permits require a fully completed General Application (DS-3032). Refer to the back of the permit application for instructions on completing the application. *Important:* there are *no* exceptions to the workers’ compensation insurance requirements.

The application must contain a complete description of work. If the space on the application is insufficient, attach an addendum to the application. A separate permit application must be submitted for each separate building.

If electrical, mechanical or plumbing work is being done as part of the repair/replacement, a combination permit will be issued for single family residences or duplexes. For multifamily residence and commercial buildings, separate permits are necessary, but one application is sufficient for all permits when obtained at the same time.

#### B. Fee Schedule and Worksheet for Mechanical, Plumbing/Gas Electrical.

In most cases, the no-plan permit will include one or more of these items found on Information Bulletin 103, “Fee Schedule and Worksheet for Mechanical, Plumbing/Gas, Electrical.”

#### C. Insurance Certification

If the project involves paid employees, a Certificate of Workers’ Compensation Insurance must be provided. A certificate of automobile liability insurance is required for Transportation Permits.

**IV. REPAIR -IN-KIND PERMITS**

"Repair-in-kind" refers to construction to repair structural damage caused by fire, flood, insects, collision, and normal wear and tear. Enough of the structural components must remain so that the Field Inspector can verify that the new work matches the existing. If the structure is located in the Coastal Zone, restrictions may apply. If the building is located in a historical district, work being done to the exterior of the building (windows, roofing, siding) may be regulated by the district. Call (619) 446-5000 for additional information.

After the permit has been issued, the Field Inspector may determine that the damage is too extensive to qualify as a "repair-in-kind" permit and may request that plans be submitted for review.

**V. ROOF STRUCTURE ALTERATIONS**

No permit is required to replace the existing roof covering if replacing with the same material or with materials installed to the same specifications.

Repair/replacement permits are issued for roof structure alterations, such as the placement of plywood over existing skip sheathing. The description of work should include the grade, thickness of the plywood, and new roof covering material. Also provide the square footage being replaced. If the building is located in a historical district, work being done to the exterior of the building (windows, roofing, siding) may be regulated by the district.

If the new roof covering is heavier than the existing or if the roof configuration is being altered, plans will be required for review.

**VI. STUCCO OR DRYWALL REPAIR/REPLACEMENT**

No building permit is required for the application of a new color coat to existing stucco walls.

No building permit is required for minor drywall replacement associated with electrical, mechanical or plumbing work as it will be inspected with those permits.

Otherwise, permits *are* required, but may be obtained without plans. Provide the square footage of stucco or drywall to be permitted in the description of work on the application. If the building is located in a historical district, work being done to the exterior of the building (windows, roofing, siding) may be regulated by the district.

**VII. PERMIT FEES**

The cost of building permits is determined by the nature of the proposed construction. Most construction activities are listed in Information Bulletin 501, "Fee Schedule, Construction Permits - Structures."

**VIII. WHEN THE PERMIT IS ISSUED**

When a building or combination permit is issued, an Inspection Record Card will be provided. If electrical work is included, a Circuit Card will be provided that must be completed by the permittee prior to field inspection.

**X. INSPECTIONS**

Inspections may be requested for the day after the permit is issued by calling (858) 581-7111. For information on required inspections consult Information Bulletin 120, "How to Obtain Project Inspections." Combination, building, and miscellaneous permits are active for 180 days. A scheduled, passed inspection will extend the permit 180 days from the date of inspection. Additional information regarding permit expiration and extension can be found in Information Bulletin 117, "Regulations Covering Permit Expiration and Extension."